

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

The Regional Provident Fund Commissioner,  
Employees' Provident Fund Organization,  
[Office Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding EPF Fund Balance

Respected Sir/Madam,

I am writing to inquire about the balance of my Employees' Provident Fund (EPF) account. Below are the details pertinent to my EPF account:

- Name: [Your Name]
- EPF Account Number: [Your EPF Account Number]
- UAN Number: [Your Universal Account Number]
- Date of Birth: [Your Date of Birth]

I would appreciate it if you could provide me with the current balance of my EPF account at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]